

Maintaining a Healthy Vision

By Maureen Tazzioli

When an individual goes to an optometrist to get their eyes checked suitable instruments are used to look for defects in vision and eye disorders in order to prescribe corrective lenses or appropriate treatment. If not checked regularly a slight change in vision may cause eye strain and headaches to surface, ultimately affecting one's perspective.

However, when a business describes their vision, a little light is shared into the direction it is working towards - a future perspective so to speak, as to where they plan to be. This vision can turn to full fruition when they receive the continual support from others.

Although not a qualified optometrist or an expert in eye care, I have grown to appreciate the value in getting my eyes checked on a regular basis. So too, do I clearly see the value in each of you, as administrative professionals.

The contributions you make to the companies and organizations you choose to support carry great value. Highlighting some of the skills and attributes required by those in your profession, may the following partial list act as a guideline to discovering more about yourself and those you work with. Upon review, I trust the value you see will be evident.

- Proficiently strong in computer software programs
- Excellent interpersonal communication skills, both verbal and written
- Ability to read, analyze, and interpret documentation
- Route incoming mail and prepare outgoing mail, file correspondence and other records.
- Provide recommendations to enhance established processes and procedures
- Staff scheduling and payroll preparation
- Management reporting
- Prioritize incoming information and/or appointments
- Maintain office supply inventory
- Greet customers and/or visitors
- Excellent telephone manners
- Assist in organizing workshops and conferences
- Attend and provide administrative support to the Annual General Meeting and membership meetings.
- Interact with community organizations and government in a professional manner
- Exceptional organizational and planning skills for office administration
- Professional team player who provides superior customer service
- Attention to detail on all reports, expenses, accounting and other projects before submission and distribution
- Coordinate travel itineraries as required per department
- Knowledge of office equipment

- Monitor and ensure projects are on schedule
- Coordinate work flow as communicated
- Take and transcribe dictation of a complex and confidential nature and assists in designated administrative details using some independent initiative and judgment
- Type letters, reports and other correspondence as required
- Maintain Manager's calendar and/or daily schedules for the group
- Flexibility with work schedule required

When too much time is spent focusing on what else there is to do, we can lose sight of appreciating all that was already done.

Food for thought:

Be the One maintaining a healthy vision by remembering that, “sometimes you need to stop yourself to gain a little clarity.”

The Maureen Tazzioli Executive Corporation promotes the importance of raising standards to influence positive change. For information on how you can involve Maureen at your next event, please phone: 1.587.408.8445 or email her at: Maureen.RaisingStandards@gmail.com or visit www.maureentazzioli.com. This article is reprinted with the author's permission.